



E-book

30-60-90 day onboarding plan for new hires

Including template & examples



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Chapter

Introduction

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Introduction

Starting a new job is super exciting, but it also can be overwhelming for your new hire. New joiners need to become acquainted with their new colleagues and culture, they are tasked with a new set of responsibilities, and need to learn work procedures and regulations — all at the same time! That's why it's no surprise that [new hires may need up to 8 months](#) to fully settle in (Allied Workforce Mobility Survey).

Especially the first 90 days can be challenging and intimidating, and are at the same time crucial for a new hire's time at the company. [Research from The Wynhurst Group](#) tells us that 22% of staff turnovers occur in the first 45 days of employment.

But fear not! A robust onboarding process can work wonders. Studies, such as those conducted by [Glassdoor](#), demonstrate that organizations with strong onboarding procedures can improve new hire retention by 82% and boost productivity by over 70%. By providing clear guidance and setting realistic expectations and milestones from the outset, you empower new hires to hit the ground running.



Enter the 30-60-90 day plan: your new hire's roadmap to success during the onboarding journey. This structured approach empowers you to map out a clear course of action for your new team member during their initial months and helps facilitate their seamless integration into the company culture.

In this guide, we'll walk you through the step-by-step process of creating a comprehensive 30-60-90 day plan for your new hire. We'll outline the main components of an effective 30-60-90 day plan and provide valuable tips for creating one. Plus, we've crafted a customizable template to help you get started and streamline your onboarding process.

Ready to dive in and create a successful plan for your new hires?
Let's get started!

Chapter

What is a 30-60-90 day plan?

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What is a 30-60-90 day plan?

You can think of a 30-60-90 day plan as a new employees' North Star, guiding them in the right direction throughout the first three months on the job.

The purpose of a 30-60-90 day plan is to provide new hires with clarity and direction during the critical early stages of their employment. By setting clear expectations and objectives, the plan helps new hires feel more confident and empowered in their roles, while also ensuring that they are on track to meet performance expectations.



The phases of the onboarding plan



The plan is typically broken down into three phases: the first 30 days, the second 30 days (days 31-60), and the final 30 days (days 61-90).

During each phase, specific goals and tasks are provided to assist new hires in adapting to their role, team, and the company culture. These goals may include learning about company policies and procedures, building relationships with colleagues, completing training modules, and taking on progressively more challenging tasks and responsibilities.

The focus varies in onboarding phase:

- **1-30 days:** “Introduction & orientation.” These days are all about learning, discovering, and getting oriented. The new hire will become familiar with company culture and policies, meet team members, and understand role expectations.
- **31-60 days:** “Applying knowledge.” New hires apply their learning, take on more responsibilities, and explore ways to make a unique impact.
- **61-90 days:** “Taking initiative.” During this final phase, new hires gain confidence, work independently, explore long-term goals, and have the opportunity to make their mark, even challenging the status quo.

Wait, don't forget about the preboarding phase (-30 days)

Here at Appical, we're big believers in getting the onboarding process started even before day one, what we like to call the preboarding phase. It's an opportunity to get your new hires prepared for their role and make them feel part of your company's culture right from the get-go.

That's why we've included a section for -30 days in our template. It's all about laying the foundation for a smooth and successful onboarding experience right from the start.

The focus in this phase:

- **-30-0 days: "Preparation."** This phase focuses on preparing the new hire before their first day of work, ensuring they are set up for success right from the start, easing any nerves and maintaining engagement

Keep in mind that the 90 day-mark is just an indication: the length of the onboarding process will vary depending on the industry, company, team, and specific job. Go ahead and tailor the timeline to fit the unique needs of your organization and your new hires.



Please note that we will use the term "30-60-90 day plan" for simplicity's sake, but rest assured that we will also give attention to the preboarding phase.

Chapter

The benefits of a 30-60-90 day plan

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The **benefits** of a 30-60-90 day plan

Implementing a structured onboarding process is paramount in laying the foundation for the success of new hires within an organization. It can make or break someone's experience at your company. A 30-60-90 day plan serves as a strategic roadmap that guides new employees through their initial months, ensuring a smooth transition.

A couple of benefits of having a 30-60-90 day plan:

1. Consistent & structured onboarding: Using a 30-60-90 day plan ensures that all new hires start with a common foundation of information and expectations. This approach also saves time for managers and HR by avoiding the need to start from scratch for each new employee.

2. Clear goals and expectations: By outlining specific goals and expectations for each onboarding phase, the plan helps new hires understand what is expected of them and what steps they need to take to succeed. Did you know that employees with high role clarity report high levels of effectiveness, productivity and intention to stay ([Effactory](#))?

3. Accelerated learning and integration: Breaking down the onboarding process into manageable phases allows new hires to focus on specific learning objectives and tasks, accelerating their learning and integration into the team.

4. Avoid overwhelming new hires: The phased approach of the 30-60-90 day plan helps prevent new hires from feeling overwhelmed by spreading out information, introductions, and training sessions.

5. Boosted [confidence](#) and engagement: With clear goals and milestones, new hires gain confidence in their abilities and become more engaged in their roles. This in turn fosters motivation and active participation throughout their onboarding journey.

Chapter

How to create a 30-60-90 day plan in 7 steps?

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How to create a 30-60-90 day plan in 7 steps?

Our plan has 7 simple steps to make sure every new hire begins their journey on the right track. The initial 4 steps are primarily for HR and onboarding specialists. They establish a foundation that applies to everyone, making sure everyone knows the company basics right from the start.

This saves time for HR and managers since they don't have to start from scratch every time. Plus, it keeps things consistent for everyone. And the best part? You only have to do these 4 steps once, and then just update them when necessary.

Then, starting from step 5, managers step in to personalize the plan for each new team member. They're encouraged to actively engage in tailoring goals and tasks to suit the unique roles and requirements of individual team members.



Simply put, HR sets the big picture and managers add the personal touch, creating a welcoming and supportive environment for new hires.

For HR

Step 1. Set company-wide onboarding goals for your new hires

Setting the stage for success begins with painting the big picture. What do you want your new hires to achieve in their first 90 days? Think of these goals as the guiding stars that all new hires will journey towards during their first -30, 30, 60, and 90 days. Remember that these onboarding goals should align with the company's mission and goals.

It could be helpful to break the goals into categories like learning, performance, and social goals:

Learning goals: To set these, think about what knowledge and skills your new hire needs to become successful in their role. How can they best absorb and acquire that information and those abilities? How can we help them learn effectively?

Performance goals: These are concrete things your new hires need to accomplish or complete as part of their new role. What do they need to achieve within a certain timeframe to succeed?

Social goals: Building relationships and feeling comfortable are essential for every employee. Who should our new hires connect with? What activities will help them feel part of the team? And how can they contribute to the company culture?

Please note that many of the goals that are set by HR will fall into the learning and social categories, while performance goals will mainly be set by the manager.



Tip: Set SMART goals—specific, measurable, achievable, realistic, and time-bound. It's also important not to set the bar too high. You don't want your new employees feeling like they're falling behind after just a few weeks.

Here are a few examples of company-wide onboarding goals:

- Get to know your team by setting up 3 one-on-one meetings in the first 14 days to understand your colleagues' roles and responsibilities
- Complete all 4 required company training courses to enhance your knowledge and skills within the first 45 days.
- Attend at least one company-sponsored event in your first 60 days to actively engage with customers and get to know them.



For HR

Step 2. Divide the goals into -30-30-60-90 day phases

With our list of goals in hand, it's time to break them down into manageable chunks for the first -30, 30, 60, and 90 days. This phased approach helps new hires gradually adjust to their roles and become familiar with the company culture.

To divide the goals into different phases, consider the specific focuses of each phase. Here's a quick reminder:

- Preparation (-30 days)
- Introduction & orientation (1-30 days)
- Applying knowledge (31-60 days)
- Taking initiative (61-90 days)

As you review the goals you've set, consider which phase each goal belongs to. Choose no more than 3-5 goals for each phase of the onboarding process to keep things manageable and avoid overwhelming the new employee.

Start by linking goals to the 30 days before the new employee's start date. Then, do the same for the first 30 days, 31-60 days, and 61-90 days.

By breaking down the goals and providing a clear outline, we help the new hire better understand what is expected at each stage. It will also provide a structured and realistic roadmap for their onboarding journey.



For HR

Step 3. Link action items to the goals

In this step, we connect specific action items and tasks to each of the goals identified earlier. These action items act as stepping stones towards achieving the larger objectives. By linking actionable tasks to your goals, you can ensure that each goal is clear and achievable.

Let's look at two examples:

Goal	Action items
<p>Goal 1) Complete all 4 required company training courses to enhance knowledge and skills within the first 45 days of your journey.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend one training session on effectively using Asana for project management. <input type="checkbox"/> Attend one training session on utilizing Slack for internal communication. <input type="checkbox"/> Complete our cyber security training and achieve a minimum score of 75% to demonstrate a strong understanding of the company's security protocols.
<p>Goal 2) Get to know your team by setting up 3 one-on-one meetings in the first 14 days to understand your colleagues' roles and responsibilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Request & plan meetings with [names team members] to discuss their roles, responsibilities, and expertise <input type="checkbox"/> Prepare questions in advance to gain deeper insights into their areas of work <input type="checkbox"/> Take notes during the meetings and seek opportunities for collaboration or mentorship

Step 4. Organize your goals and action items

Now that you've identified your goals and action items, it's time to organize them in a way that's easy to track and manage. There are several options for structuring this information, depending on what works best for your organization.

Choose your format:

- **Onboarding platform:** One big advantage of using a digital [onboarding platform](#) like Appical, is that it gathers all the necessary information in a single, easy-to-access location. Action items can be neatly organized in checklists - broken down by stage - and relevant information can be unlocked at the right time (or phase). Even before day one. Plus, you can set up automatic reminders for both new hires and managers to stay on track.

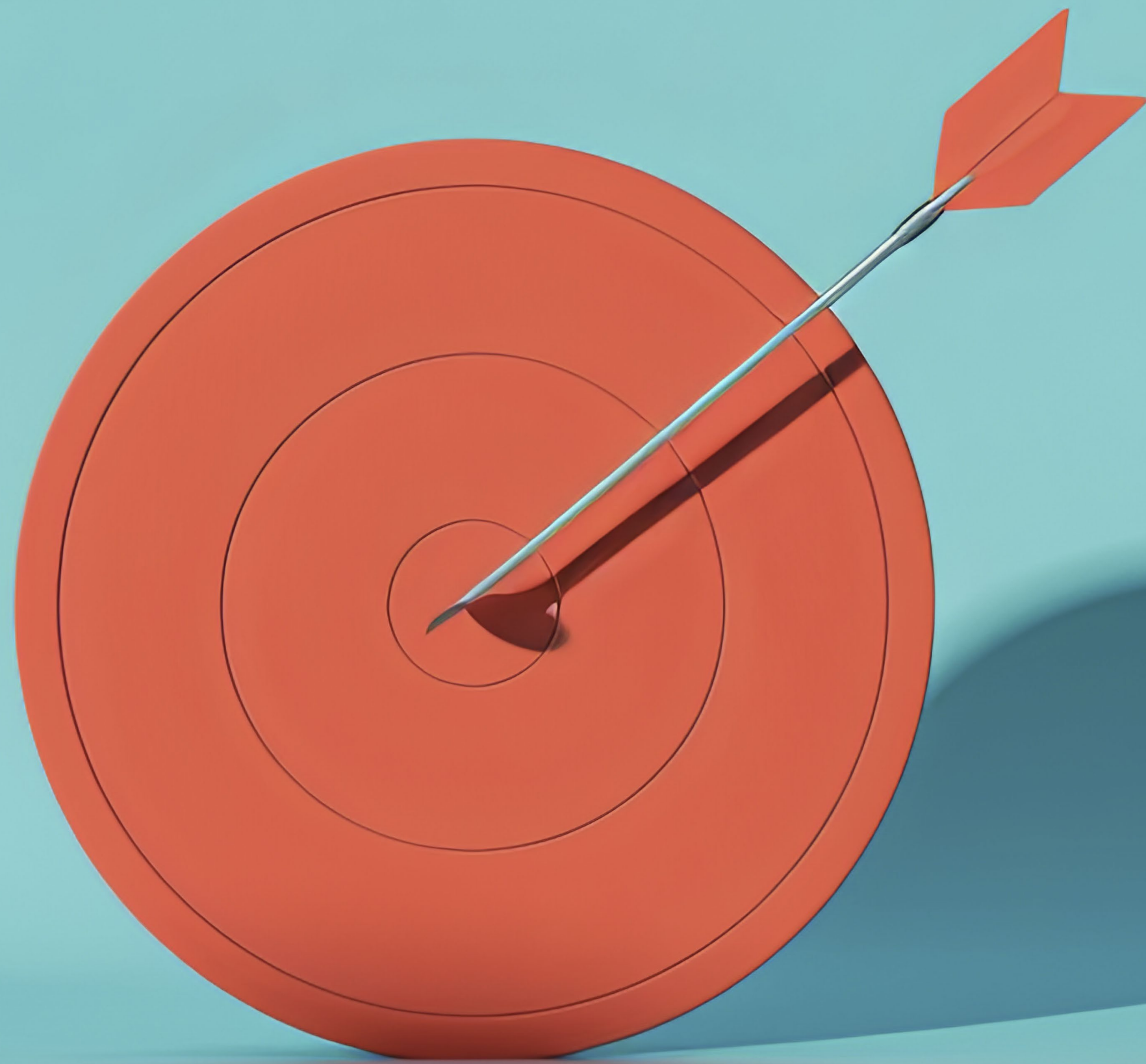
- **Customizable template:** Another option is to use a document format like Google Docs, PDF, or PowerPoint. These formats are versatile and allow for easy customization.
- **Project management tool:** Project management tools such as Asana or Trello can be incredibly useful in the onboarding journey. By creating dedicated task boards specifically for onboarding, you can visually represent goals and action items and keep everyone in the loop.

 [For a downloadable template, see page 43](#)

Add resources for your new hire

As you create your action plan, think about what extra support your new hires might need. Give them access to important resources like the company's story, playbooks, or training materials. Including the company mission in your template, for example, helps the employee understand their role within the larger context.

If you use an onboarding platform, be sure to include helpful information in interactive formats to actively engage employees. Unlock the content when it's most relevant, as this will help them understand their role in the company without overwhelming them.



The outcome of the first 4 steps

Finishing the first four steps means you've set up the basics for all new hires. Now, you've got a document or platform that managers can tweak for each team member, enabling them to personalize the onboarding experience.

Evaluating and updating your onboarding plan

Remember to check in regularly to make sure your onboarding plan is still working well. Review it every few months to see how things are going, make changes if needed, and get feedback from new hires and managers. This keeps your onboarding up-to-date and responsive.

Step 5. Personalize the onboarding plan

With the onboarding template in place, the next step is to collaborate with managers to personalize it based on the specific needs of each new team member. This ensures the onboarding process aligns with individual roles, making the transition smoother. HR provides the template, and managers customize it.

Ideally, this customization process should start before the recruitment phase, allowing for a better understanding of the candidate's needs and expectations. However, if starting beforehand isn't possible, it is also effective to initiate this process before the new hire's start date.

Keep in mind that just as you expect the new employee to prepare for their role, it is equally important for managers to be prepared as well.

How to customize the template as a manager?

A) Identify goals & action items for your new hire's role:

Start by determining the goals your new team member needs to achieve, including performance, learning, and personal objectives. Refer to Step 2 and Step 3 for assistance. Once the goals are set, add actionable tasks to the template. These tasks should align with the goals and help the new employee achieve them.

B) Provide helpful resources:

Offer resources to support your new employees in reaching their goals and completing their tasks, such as information on key connections they should make, workshops to attend, materials to read, and more.

C) Tailor the template

Personalize the template with additional details such as the employee's role, start date, and any other relevant information.

Finalize the onboarding template

Are you done customizing the onboarding template? Great! Now fill in all the necessary details in the format provided by HR, such as PowerPoint or PDF.

For the manager

For the new hire

Step 6. Share the plan with your new hire & gather input

Yes, the plan is all set! But hold on, before you wrap things up, remember to involve your new hire. It's crucial to engage with them and collect their input actively.

During their first week, schedule a meeting to review the goals and action items outlined in the onboarding plan. Take the time to explain each goal and task in detail, ensuring that they have a clear understanding of what is expected of them.

Also encourage the new hire to share their thoughts, opinions, and any suggestions they may have regarding the goals and tasks. This not only makes them feel valued and included but also provides valuable insights that can help refine and improve the onboarding process.

Involving your new hire in the onboarding process from the beginning helps to create a sense of ownership and investment in their role within the company.

For HR

For the manager

For the new hire

Step 7. Review and celebrate the milestones



After completing the initial phase(s) of onboarding, it's valuable to reflect on your new hire's progress. How are things going so far? Take a moment to review the goals set as part of your 30-60-90 day onboarding plan. This is an opportunity to recognize their achievements, address any challenges, and celebrate the milestones they have reached along the way.

Schedule check-ins & recognize the successes achieved by the new hire, whether they have completed a training course, met a performance target, or successfully integrated into the team. Celebrate these accomplishments to boost morale and motivation.

We can mark these successes in various ways – maybe a team lunch, a heartfelt thank-you note, or a shout-out during a team meeting. The main thing is to show genuine appreciation for the effort and progress made.

And if something didn't quite go as planned with your new hire, take it as an opportunity to pause, reflect, and learn from the experience.

By celebrating these milestones and reflecting on them, we not only boost morale but also foster a culture of support, learning, and encouragement within our team. This paves the way for ongoing growth and success.

Here's to many more milestones ahead!

Chapter

Example of 30-60-90 day plan goals and action items

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Example of 30-60-90 day plan goals and action items

In this section of the e-book, we present examples of goals and action items (step 2 and 3) to help you begin the goal-setting process.

It's essential to note that the examples presented here are just that—examples, in this case tailored for a new marketing team member. They are meant to offer inspiration and guidance as you tailor your own objectives to fit your company's unique needs and the individual's role within your team.



The same goes for the timing of action items and goals: the phase in which you place them in the onboarding process depends on your company and the specific new hire.

As you've read in this e-book, these goals are usually set jointly by HR and the manager to align with organizational objectives and the new employee's role. In the examples, these goals have been combined.

Now, let's explore some illustrative examples to help you kickstart the goal-setting process.

Days -30-0: Preparation

As you embark on the journey of integrating new talent into your team, the -30 days phase marks the beginning of a crucial period: Preparation. Remember, during this phase, the focus is on laying the groundwork to ensure your new hire is ready to hit the ground running even before they officially start. We want them feeling relaxed, connected, and excited to dive into their new role from day one.

The goals set for this phase should be aligned with this focus, aiming to equip your new hire with the necessary information, connections, and resources. From learning about the company's history and culture to completing administrative tasks and engaging with their new team, each action item paves the way for a seamless onboarding experience and success in their role.



Days -30-0: Preparation

Learning goals	Action items
Learn about company history and milestones	<ul style="list-style-type: none"><li data-bbox="813 420 2142 474"><input type="checkbox"/> Complete the chapter on company history in the onboarding app<li data-bbox="813 521 2079 575"><input type="checkbox"/> Review the glossary of commonly used terms in our company
Get to know the company culture and values	<ul style="list-style-type: none"><li data-bbox="813 714 2492 769"><input type="checkbox"/> Watch the videos of employees discussing the company's brand values and culture<li data-bbox="813 816 1975 870"><input type="checkbox"/> Read the document outlining the company's core values<li data-bbox="813 917 2292 971"><input type="checkbox"/> Take the culture quiz to test your understanding of the company's values
Prepare for your first day	<ul style="list-style-type: none"><li data-bbox="813 1099 1569 1153"><input type="checkbox"/> Watch the virtual tour of our office<li data-bbox="813 1200 2219 1255"><input type="checkbox"/> Finish the chapter in the onboarding app that covers office amenities<li data-bbox="813 1301 2245 1356"><input type="checkbox"/> Look over the schedule for the first day (see email from your manager)

Days -30-0: Preparation

Performance goals	Action items
Complete required paperwork and administrative tasks	<ul style="list-style-type: none"><li data-bbox="809 420 2252 470"><input type="checkbox"/> Complete your tax documents and submit to HR [include mail address]<li data-bbox="809 521 2069 572"><input type="checkbox"/> Complete the personal information sheet and submit it to HR
Social goals	Action items
Engage with your new team members	<ul style="list-style-type: none"><li data-bbox="809 810 1612 861"><input type="checkbox"/> Join us for our team activity on [date]<li data-bbox="809 911 2508 962"><input type="checkbox"/> Participate in the scheduled virtual meet-and-greet session with your new manager<li data-bbox="809 1013 1562 1063"><input type="checkbox"/> Take the "Who's Who?" team quiz<li data-bbox="809 1114 2295 1164"><input type="checkbox"/> Check out the overview of all your new colleagues in the onboarding app

Bonus: Create a schedule for the first week

Starting a new job can be overwhelming, and new hires have a lot to absorb. To help them feel supported and succeed, it can be immensely beneficial to provide a well-structured schedule for their first week.

Consider including a mix of orientation sessions, team meetings, coffee dates, learning opportunities and any other relevant activities. Allow some flexibility in the schedule to accommodate spontaneous interactions, questions, or additional training needs that may arise. Adding time and location details can be helpful, especially in hybrid work situations.



Schedule for the first week

Monday Office day	Tuesday	Wednesday Office day	Thursday	Friday
Welcome by your new team - start with a coffee to meet your new colleagues (10:00)	Attend the daily stand-up (9:00)	Add your new job title to LinkedIn	Think about your 90-day goals: What do you want to achieve?	1:1 with your manager to review and discuss any new goals and action items (10:30)
Office tour (11:00)	Coffee date with a team member	Read through the marketing playbook	Coffee date with a team member	Fill out the onboarding survey
Set up accounts and passwords for necessary systems	Check-in with your onboarding buddy (11:00)	Explore our content (e-books, presentations, newsletters, case studies)	Create your first social media message	Coffee date with a team member
Introduce yourself to all colleagues on Slack	Start exploring the company's social media channels	Attend the marketing team's sprint planning (15:00)	Coffee date with a team member	Drinks at the office
Check out the company website	Review the employee handbook	Review the writing guidelines (tone of voice, SEO)	Review the meeting governance to understand our way of working	
	1-1 with your new manager - go through the first goals and action items (15:30)			

Days 1-30: Introduction & Orientation

The first 30 days mark the beginning of a new hire's journey of learning, discovery, and acclimatization. This phase is dedicated to immersing oneself in the company's culture, understanding its policies, and forging connections with fellow team members.

During this time, the new employee will have the opportunity to familiarize themselves with the organization's values and practices while meeting key individuals within the company.

Tip: Maximize learning with the 70-20-10 model

When you're planning your onboarding, think about using the 70-20-10 rule. It's a helpful way to balance your training. This rule is based on research and is a classic method in learning and development. It helps create a culture of high-performance learning by showing how people learn best.

The rule outlines that, on average:

- **70%** of learning occurs through on-the-job experiences, such as following instructions, observing seasoned colleagues, or practicing newly acquired skills.
- **20%** of learning takes place socially through interactions with colleagues, teamwork, and engaging in meetings.
- **10%** of learning comes from formal training experiences, including attending courses or workshops.

If your onboarding leans heavily on formal training, try mixing in more hands-on experience and social interaction. This can create a more effective learning environment and build stronger team connections.

Days 1-30: Introduction & Orientation

Learning goals	Action items
Gain an understanding of the company's product	<ul style="list-style-type: none"><input type="checkbox"/> Explore the company's website thoroughly, paying attention to product features, benefits, and unique selling points<input type="checkbox"/> Read the available case studies<input type="checkbox"/> Schedule a meeting with the product team lead to get more insights into the product
Familiarize yourself with the tools and technologies used in the marketing team	<ul style="list-style-type: none"><input type="checkbox"/> Participate in a design workshop focused on Canva, led by our designer<input type="checkbox"/> Plan a one-on-one meeting with our "Asana guru" [name], who can provide in-depth training on using this tool<input type="checkbox"/> Complete a training session on the company's email marketing platform<input type="checkbox"/> Check if you have access to our social media tools (LinkedIn & Instagram)
Learn about your team's goals	<ul style="list-style-type: none"><input type="checkbox"/> Ask your new team members: What projects are you working on? How do they fit the company's mission, vision or strategy?<input type="checkbox"/> Attend the team's strategic meeting

Days 1-30: Introduction & Orientation

Performance goals	Action items
Contribute to the creation of engaging and informative content	<ul style="list-style-type: none"><input type="checkbox"/> Read the tone of voice of the company<input type="checkbox"/> Develop three topics for social media posts that align with the brand's voice and target audience<input type="checkbox"/> Get familiar with the company's blogs, taking note of popular themes, and writing style<input type="checkbox"/> Brainstorm and come up with a relevant blog topic that aligns with the company's messaging and target audience<input type="checkbox"/> Create a blog post on the selected topic<input type="checkbox"/> Collaborate with the design team to add visuals
Familiarize yourself with your responsibilities and goals	<ul style="list-style-type: none"><input type="checkbox"/> Schedule a one-on-one meeting with your new manager to discuss your initial goals and tasks<input type="checkbox"/> Reflect on your progress after the first week with your manager, and add personal goals to your list

Days 1-30: Introduction & Orientation

Social goals	Action items
Build relationships with team members	<ul style="list-style-type: none"><input type="checkbox"/> Grab coffee with everyone on your team, so you can get to know them better professionally and personally<input type="checkbox"/> Participate in the daily stand-up meetings to catch-up with your colleagues and learn what their focus for the day is<input type="checkbox"/> Have a team lunch together
Get to know the key players in the company	<ul style="list-style-type: none"><input type="checkbox"/> Meet with your onboarding buddy<input type="checkbox"/> Check out the company organization chart<input type="checkbox"/> Attend your first monthly town hall meeting, actively listening to the updates and announcements shared by your new colleagues<input type="checkbox"/> Schedule one-on-one meetings with colleagues from different teams to gain insights into their roles and responsibilities, and understand how your own work intersects with theirs
Get to know the company (culture)	<ul style="list-style-type: none"><input type="checkbox"/> Take a tour of the workplace<input type="checkbox"/> Schedule a meeting with a member of the HR team to gain insights into the company culture

Days 31-60: Applying knowledge

As new hires progress into the "Applying knowledge" phase, spanning days 31 to 60, they transition from learning to doing. They start applying what they've learned, taking on more tasks, and figuring out how they can make a special mark.

It's an opportunity for them to show what they can do and start making a real difference in their roles. Your goals and action items during this phase should reflect this shift towards active engagement and meaningful impact.



Days 31-60: Applying knowledge

Learning goals	Action items
Gain an understanding of the company's marketing strategies and target audience	<ul style="list-style-type: none"><input type="checkbox"/> Read the marketing playbook<input type="checkbox"/> Attend strategy meetings and actively participate by asking questions and seeking clarification<input type="checkbox"/> Explore our 3 buyer personas
Enhance knowledge of industry trends and competitors	<ul style="list-style-type: none"><input type="checkbox"/> Check out the competitor analysis<input type="checkbox"/> Read recent industry reports<input type="checkbox"/> Participate in a relevant webinar about [subject]
Deepen understanding of the product	<ul style="list-style-type: none"><input type="checkbox"/> Attend weekly product presentations given by the product team<input type="checkbox"/> Spend a day shadowing a colleague who works closely with the products or services

Days 31-60: Applying knowledge

Performance goals	Action items
Identify your key tasks and goals for the coming quarter	<ul style="list-style-type: none"><input type="checkbox"/> Work with your manager to identify key tasks and responsibilities you can start taking on<input type="checkbox"/> Establish performance goals for the next 30 days that align with your new responsibilities
Develop a social media content planning with 3 LinkedIn posts per week	<ul style="list-style-type: none"><input type="checkbox"/> Write and publish 3 LinkedIn posts<input type="checkbox"/> Coordinate with our designer for matching visuals<input type="checkbox"/> Schedule three LinkedIn posts each week using our social media management tool [name tool]<input type="checkbox"/> Research trending topics, industry news, and company updates to generate relevant content ideas
Take responsibility for writing 2 blog posts per month, focusing on topics relevant to our audience	<ul style="list-style-type: none"><input type="checkbox"/> Collaborate with the marketing team to identify and brainstorm topics<input type="checkbox"/> Write 2 high-quality blog posts this month<input type="checkbox"/> Ask a fellow marketing team member to review your blogs

Days 31-60: Applying knowledge

Social goals	Action items
Complete the onboarding survey to help improve the onboarding process	<input type="checkbox"/> Take the time to fill out the onboarding survey provided by HR
Build relationships with colleagues from other teams	<input type="checkbox"/> Attend meetings with [department X] to understand their roles and how they collaborate with your team <input type="checkbox"/> Schedule one-on-one meetings with colleagues from other teams whom you haven't had the chance to get to know yet



Days 61-90: Taking initiative

By the second month, your new hire should be feeling more confident in their skills and getting ready to make a bigger impact in the team. They'll begin working more independently, take charge of their tasks and might even show signs of leadership.

This is a good time to provide feedback on what they're doing well and where they can improve during a performance review. It's also an excellent opportunity to set goals together for the rest of the year.

Encourage your new employees to take initiative and be proactive. Ask them to think about ways to collaborate with other teams and improve their own team's processes. By taking on projects outside their job description, they can make a significant impact and help the company grow.

Days 61-90: Taking initiative

Learning goals	Action items
Deepen knowledge about your area of expertise	<ul style="list-style-type: none"><li data-bbox="809 420 2392 476"><input type="checkbox"/> Select and complete 2 workshops that will broaden your knowledge and skills<li data-bbox="809 521 2692 577"><input type="checkbox"/> Seek mentorship opportunities: reach out to experienced leaders within your field of expertise<li data-bbox="809 622 2902 679"><input type="checkbox"/> Subscribe to industry publications, newsletters, or online forums to stay informed about the latest trends
Expand knowledge beyond role requirements	<ul style="list-style-type: none"><li data-bbox="809 795 2692 915"><input type="checkbox"/> Attend cross-departmental meetings or team huddles to gain insights into areas outside your immediate role<li data-bbox="809 945 2778 1065"><input type="checkbox"/> Explore cross-training opportunities offered by the company to develop skills outside your primary area of expertise

Days 61-90: Taking initiative

Performance goals	Action items
Create and manage the content calendar	<ul style="list-style-type: none"><li data-bbox="813 420 2868 527"><input type="checkbox"/> Analyze upcoming marketing campaigns, industry events, and audience interests to determine content needs and themes for the next quarter<li data-bbox="813 555 2552 607"><input type="checkbox"/> Create a calendar for LinkedIn posts, outlining topics and deadlines for the next month<li data-bbox="813 664 2492 716"><input type="checkbox"/> Coordinate with writers, designers, and marketers to ensure timely content delivery<li data-bbox="813 772 2825 879"><input type="checkbox"/> Schedule meetings with sales, customer success managers & the product team to gather insights for relevant content topics<li data-bbox="813 907 2419 960"><input type="checkbox"/> Talk to [x amount] of customers to gather content ideas and validate strategies
Take initiative in project leadership	<ul style="list-style-type: none"><li data-bbox="813 1095 2878 1148"><input type="checkbox"/> Identify a project within your team where you can take a leadership role and make a meaningful impact<li data-bbox="813 1204 2695 1256"><input type="checkbox"/> Create a detailed project plan outlining goals, objectives, timelines, and resource requirements<li data-bbox="813 1313 2292 1365"><input type="checkbox"/> Take charge of leading the project execution, delegating tasks as needed

Days 61-90: Taking initiative

Performance goals	Action items
Review your first 90-day objectives and set goals for the rest of the year	<ul style="list-style-type: none"><input type="checkbox"/> Reach out to 3 colleagues and request feedback on your performance<input type="checkbox"/> Set new quarterly goals<input type="checkbox"/> Schedule a progress meeting with your manager to reflect on achievements, areas for improvement, and new objectives.<input type="checkbox"/> Take time to celebrate your successes, no matter how big or small
Social goals	Action items
Contribute to our culture of continuous learning and growth	<ul style="list-style-type: none"><input type="checkbox"/> Share your knowledge & insights with colleagues through an internal workshop<input type="checkbox"/> Actively participate in knowledge-sharing sessions organized by colleagues<input type="checkbox"/> Offer guidance and support to a junior colleague or new hire

Days 61-90: Taking initiative

Social goals	Action items
Participate in company extracurricular activities	<ul style="list-style-type: none"><li data-bbox="809 427 2778 540"><input type="checkbox"/> Offer to participate in projects or networks beyond your role, such as the fun committee, employee wellbeing initiatives, or sustainability projects<li data-bbox="809 583 1792 639"><input type="checkbox"/> Attend at least one company-sponsored event

Chapter

Customizable Google Docs template

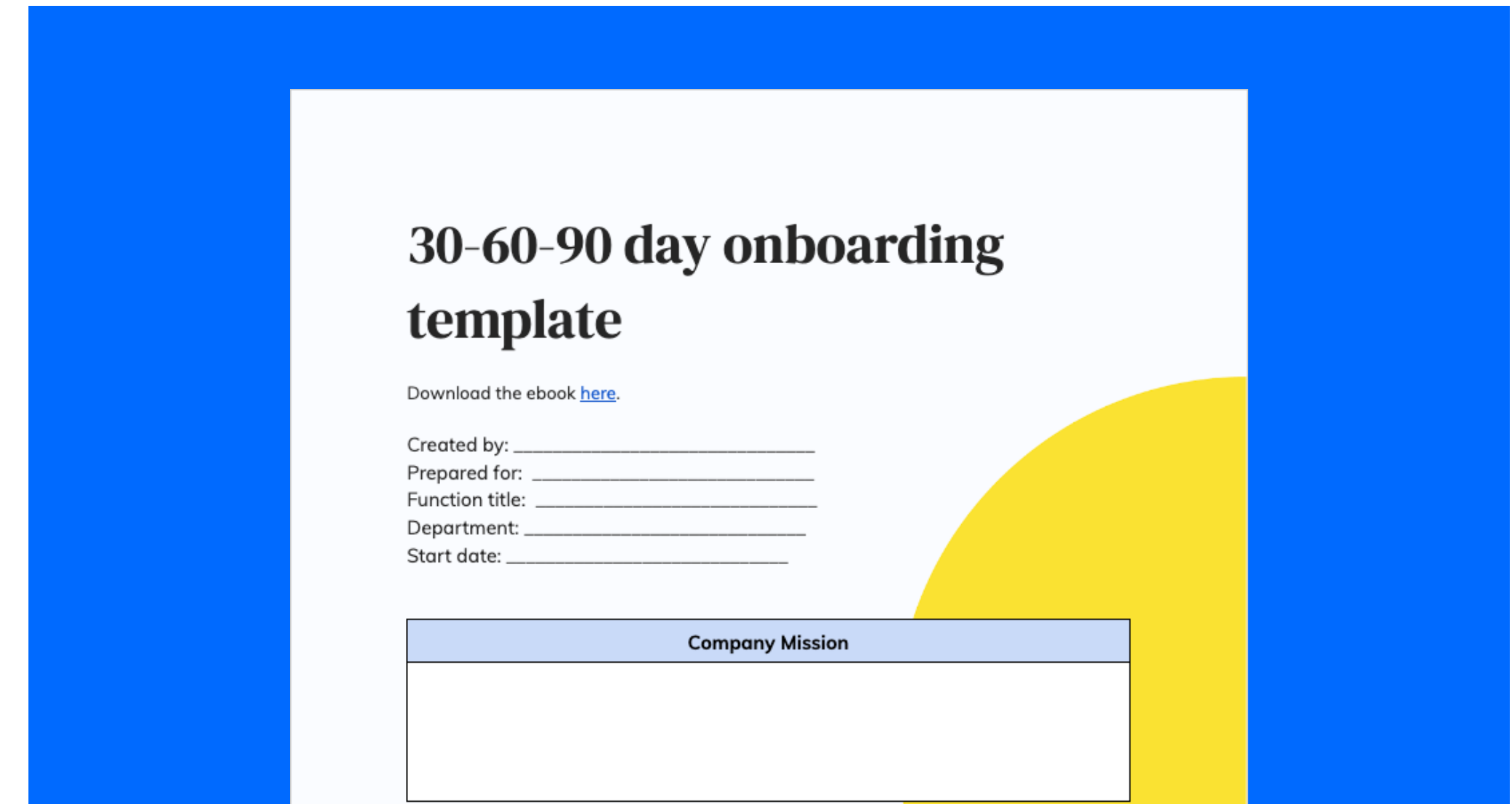
6

Customizable 30-60-90 day plan template

We've provided you with loads of information and examples to help you create your own 30-60-90 day plan. However, if you're looking for a little more structure to bring it all together, we've got you covered.

Introducing our very own template in Google Docs. Here's what it includes:

- Sections to outline your goals and action items for each 30-day period.
- Ways to tailor the plan to suit the unique needs of each new hire.
- Space for reflection and adjustment as you progress.



Ready to get started? Simply go to our template, make a copy, and lay the groundwork for your new hires' success!

We've created an empty template as well as one that shows how we've filled it out.

[Go to empty template](#)

[Go to example template](#)

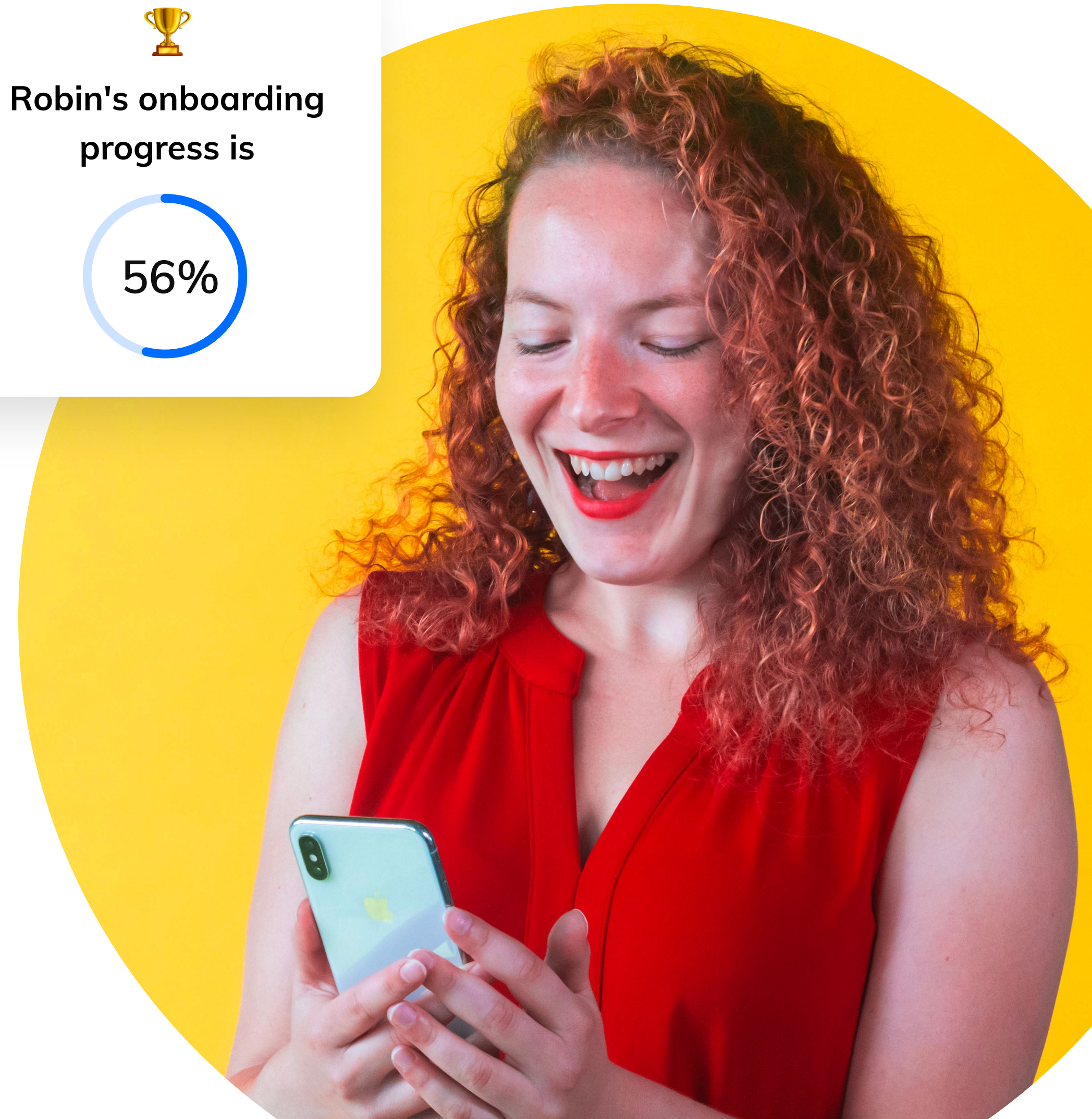
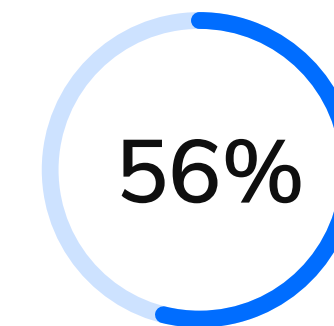
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